

1 July 1975

o/Pers

Approved For Release 2003/12/10 : CIA-RDP82-00357R000200110033-6

1973 - Records Control Schedules - Destruction

Incentive Awards Branch

Disapproved Cases (returned to IAB) 2.0

Credit Union

Machine Listings 2.0

Cash Account Balance File 4.0

Audit Envelopes 61.0

Paid Loan Application 5.0

Payroll Deduction File 2.0

Correspondence & Applicant Records Br/OP

Inactive Applicant Files 25.0

Insurance Br

Bank Statement Files 7.0

Master Files 32.0

Premium Collection & Disbursement Files 4.0

Trial Balance Books 4.0

Air Flight - Military Air Flight 1.0

Journal & Ledger Files 1.0

Staff Personnel Division - PAB

Report of Separation Work Sheet 3.0

Transferred to SAS - Employee Case Files 6.0

IAB - Disapproved Cases 2.0

CPD - Contr Personnel Folders 14.0 - These files incorporated
into a new job

OFFICE OF PERSONNEL

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 1973 - Vital Records Destroyed

CPD		Destroyed
Annual Consultants review by the Director		2 deposits
Microfilm - Contract Personnel Card File (active and inactive cards)		1 deposit
(destroyed upon receipt of current deposit)		(26 reels)
PMCD		
Wage Schedules (as revised)		5 deposits
MPB		
Roster of Military Reservists (quarterly)		3 deposits
Roster of Military Personnel detailed to CIA (monthly)		12 deposits
RAD		
CIARDS Master Listing and Active Survivor Annuitants (monthly)		12 deposits
PAB		
Listing of Compensation & Claims under Agency & Government-sponsored programs		11 deposits
Insurance Br		
Machine Listing-Hospitalization (monthly)		12 deposits
Microfilm - Record of payment cards (destroyed upon receipt of current deposit)		1 deposit (2 re
Credit Union		
Financial & Statistical Report (semi-annual)		2 deposits
SRB		
Personnel Emergency & Locator Register (quarterly)		2 deposits
Combined Alpha Register (quarterly)		3 deposits
Combined Civ & Military Status Report (returned to SRB)		12 deposits
Summary Annual Listing (annual)		1 deposit
Overseas Master List (semi-annual)		2 deposits
Employee and Applicant Qualifications Register (quarterly)		4 deposits
Employee Language Register (quarterly)		2 deposits
Roster of Staff Personnel on Duty Strength (quarterly)		4 deposits
QAB		
Bio Profiles (monthly)		12 deposits
TRB		
Service Record Card SF-7- for all Staff employees at Hqs & Fld		1 deposit
		approx 46 reels
RD		
Applicants in Process (monthly) (returned to SRB)		12 deposits
List of Field recruiters showing office address, mailing address and home address (as revised)		1 deposit

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To CPD

Instructions for Processing Consultant Contracts (as revised) 1 deposit
Staff Agent Procedures (as revised) 1 deposit

MPB

Appendix 4 to Annex C (personnel) to CIA Global War Plans 1 deposit
(as revised)
Mobilization Manpower Agreements with Military Departments, 1 deposit
Personnel Authorizations, etc. (as revised)

SRB

Roster of Staff employees & staff agents 3 deposits
Roster of staff employees and staff agents arranged by office
and broken down by Dept, [] and For Field, etc (quarterly) 4 deposits
Roster of staff agents by office showing serial no., etc. (monthly) 12 deposits
CTP Lists (semi-annual) 1 deposit

STATINTL

DESTRUCTION -

DD/Pers/P&C/Plans Staff	- Daily working files	1.0
SRB/CD	- Items of destruction are included in the transfer of records from the Records Center	32 deposits
QAB	- List attached	
PMCD	- Daily working files	2.0

Records destroyed in QAB during FY 1973

Profile Section

Rosters - 185A (Size 12x15).....	7"
* Profiles (Seps and Profiles updated).....	29"
Code Sheets (Seps).....	12"
3 Folders - Memos sending out profiles.....	8"
1 Obsolete set grade rosters for ordering files.....	10"
Old QAB weekly reports.....	3"
Old Mil Rosters replaced by MMPD.....	1"
Old seps and eod rosters and old T&A info.....	8"
Old alpha (1) and old serial (1) 105 rosters.....	3"

Coding Section

5x8 code cards.....	540"
Language Rosters.....	15"
Qual Rosters.....	80"
Rosters 248A and 248B.....	6"

3 reels (236A and 236B) microfilm reels returned to DMC because they were replaced by later info.

*

24 full shelves
3' per shelf
72' on shelves now

* See att.

21 ave folders per shelf
40 are prog per folder
840 prog on a shelf
7 shelves replaced
840 / 5927 prog updated
5980

Prepared 24 Jul 73 for OP/RMO
gls

7 shelves replaced
3' per shelf
21' updated prog replaced
3' June seps
51 other ms seps (50 per ms)
(29' prog. updated & seps)

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